



STATE DEPARTMENT OF EDUCATION

P.O. BOX 83720
BOISE, IDAHO 83720-0027

TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of School Transportation

MEMORANDUM

TO: Superintendents, Charter School Administrators, Business Managers,
Transportation Supervisors, and Bus Contractors

FROM: Lanette Daw, Financial Specialist, Student Transportation

DATE: April 17, 2007

SUBJECT: 2006-2007 School Bus Run Report and Inventory Odometer Report

We are excited to announce a new system for submitting the School Bus Run Report and Inventory Odometer Report. Rather than entering data in an Excel file and emailing to SDE, data will be submitted directly online via S.I.S.T.R. (System for Idaho School Transportation Reporting). We hope this new system will streamline processes for both districts and SDE. The new process will send data directly into SDE's database, therefore saving time and lessening the chance of data entry errors.

To complete and submit the required 2006-2007 School Bus Run Reports and Inventory Odometer Reports, go online to <http://www.sde.idaho.gov/finance/transport/forms.asp#Annual>. Under Annual Reporting Forms, click the annual report you would like to submit, Log In using previously assigned transportation password, enter Transportation Contact Information, and follow the online directives. Detailed instructions are available on the Forms Web Page and in the S.I.S.T.R. system.

Both reports are due July 17, 2007, and are required prior to receiving student transportation reimbursement. If you have any questions on submitting online, please e-mail the webmaster using the link at the bottom of the screen or contact Amanda Salazar at adsalazar@sde.idaho.gov. Thank you.